

# Montana Commission on Community Service Peer Review Score sheet

<div> <div> 2007 AmeriCorps Application </div> <div> Applicant: _____ Reviewer Name: _____ </div> </div>	
<div>I. Program Design – Rationale and Approach</div>	
<div> <div>Focus Question:</div> <div> <p>Does the applicant propose well-defined service activities that meet documented needs?</p> <p><b>Compelling Community Need:</b>  Does the applicant describe a compelling community need and how that need was identified and documented?  Does the applicant address the Gov’s math and science initiative?  If operating at multiple sites, does the applicant demonstrate a compelling need in each community served?</p> <p><b>Description of Activities and Member Roles:</b>  Does the applicant clearly describe the service activities that the members will perform and how the activities will help meet the identified needs?  Does the applicant explain its program structure, including where members will serve and how member slots requested align with program design and activities?  Does the applicant describe how members will be informed of prohibited activities and monitored for compliance by program staff?  If a tutoring program, does applicant describe how it complies with AmeriCorps tutoring requirements.</p> <p><b>Measurable Outputs and Outcomes:</b>  Does the applicant describe the measurable outputs and outcomes it expects to achieve?  Has the applicant provided clear and well developed performances measures in section V., including meeting Commission requirements?</p> <p><b>Self-Assessment and Improvement:</b>  Does the applicant describe plans for tracking and evaluating progress towards measures?  Are there plans for continous improvement?</p> <p><b>Community Involvement:</b>  Does the applicant describe how the community will be involved in planning and implementation of the program?</p> <p><b>Other National Service:</b>  Does the program describe relationships with other National Service programs?</p> <p><b>Replication:</b>  Does the applicant describe plans for program replication?</p> </div> </div>	<div> <div>Comments (Strengths and Weaknesses):</div> <div> </div> <div> <div>SECTION SCORE (scale 1-10): _____</div> </div> </div>

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<div> <div> 2007 AmeriCorps Application </div> <div> Applicant: _____ Reviewer Name: _____ </div> </div>	
<div>I. Program Design – Member Outputs and Outcomes</div>	
<div> <div>Focus Question:</div> <div> <p>Does this applicant propose effective plans for recruiting, selecting, training, and supervising a diverse corps of AmeriCorps members?</p> <p><b>Member Recruitment and Recognition:</b> Does the applicant clearly describe an effective recruitment and selection process, which includes selection criteria for specific qualifications, backgrounds, and measures to ensure diversity, including members from the communities to be served? Does the applicant detail how it will recruit individuals with disabilities?</p> <p>Does the applicant explain how it will reward members for their service, including how it will demonstrate members' satisfaction with service and provide incentives for members in skill-building and professional development, educational opportunities, esprit de corps, and member recognition and retention?</p> <p>If a tutoring program, does the applicant describe its training strategy for complying with AmeriCorps member tutoring qualifications?</p> <p><b>Member Development, Training and Supervision:</b> Does the applicant describe plans for orienting members to AmeriCorps, the community, placement site, and service they will perform?</p> <p>Does the applicant describe how it will train members to perform activities and identify materials, including a timeline for ongoing training?</p> <p>Does applicant describe a plan for supervising members?</p> <p>If a tutoring program, does the applicant describe its training strategy for complies with AmeriCorps member tutoring requirements?</p> <p><b>Ethic of Service and Civic Responsibility:</b> Does the applicant incorporate activities that promote a life long ethic of service?</p> <p><b>Measurable Outputs and Outcomes:</b> If current grantee, does the applicant describe success in meeting measures for members?</p> <p><b>Enrollment and Retention:</b> If current grantee, does applicant's enrollment rates meet 100%? Does applicant provide program enrollment and retention rates, with plans for improvement if needed?</p> <p><b>Higher Education:</b> If applicable, does applicant describe how it supports service through federal work study?</p> </div> </div>	<div> <div>Comments (Strengths and Weaknesses):</div> <div> </div> </div>
<div>SECTION SCORE (scale 1-10): _____</div>	

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<div>I. Program Design – Community Outputs and Outcomes</div>	
<div> <div>Focus Question:</div> <div> <p>Does the proposal demonstrate well-defined and diverse community impact that will strengthen the program’s capacity and potential for sustainability?</p> <p><b>Community Impact:</b>  Does the applicant describe the extent to which it meeting targeted, compelling community needs?  Does applicant address commission priority for rural programming?  Does applicant programming serve individuals with disabilities?  If a current grantee, does the applicant describe how it has met community-based performance measures and is expanding its reach and impact in the community?</p> <p><b>Sustainability:</b>  Does the applicant outline plans for ensuring program impact beyond the presence of federal support?</p> <p><b>Volunteer Recruitment and Support:</b>  Does the applicant describe how it will use volunteers to expand the reach of the program in the community, including a discussion of how it will recruit, support and recognize non-AmeriCorps member volunteers, including individuals with disabilities?  Does the applicant identify how many volunteers it expects to recruit and how many hours of service they will provide, including a discussion of if volunteer efforts will be episodic or ongoing?  Does the applicant describe the role members will play in these volunteer efforts?  Does the program include volunteer recruitment and management as one of its performance measurements?</p> <p><b>Capacity Building:</b>  Does the applicant describe how its program will enhance the capacity of its organization and other organizations important to the community?  Does the applicant explain member’ roles in capacity-building activities?</p> </div> </div>	<div> <div>Comments (Strengths and Weaknesses):</div> <div> </div> <div>SECTION SCORE (scale 1-10): _____</div> </div>

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<div> <div> 2007 AmeriCorps Application </div> <div> Applicant: _____  Reviewer Name: _____ </div> </div>	
<div>II. Organizational Capability – Sound Organizational Structure</div>	
<div> <div>Focus Question:</div> <div> <p>Does this applicant have the ability to provide sound programmatic and fiscal oversight, demonstrate experience in the area(s) to be addressed by the project, and possess staffing expertise to run the program?</p> <p><b>Provide Sound Programmatic and Fiscal Oversight:</b>  Does the applicant provide a brief history of its organization?  Does the applicant describe its experience in the proposed activity areas?  Does the applicant have the capacity to provide on-site monitoring of financial and other required systems?  Does the applicant describe how AmeriCorps will add value to existing service activities?  If a multi-site program, does the applicant describe its process to support and oversee service sites, including site selection, programmatic and funding relationships with sites, monitoring plans, and how common connections among the sites will be developed?</p> <p><b>Board of Directors, Administrators, and Staff:</b>  Does the applicant describe its organization’s management and staff structure and how they will be used to support the programs?  Does the applicant identify the key positions responsible for the program, including backgrounds, experience, and relevant accomplishments of the staff that will be accountable for the program?  Does the applicant describe plans to recruit, select, train, and support additional staff, if necessary?</p> <p><b>Plans for Self-Assessment or Improvement:</b>  Does the applicant describe how its organization undertakes ongoing assessment and improvement of its systems?</p> <p><b>Plans for Effective Technical Assistance:</b>  Does the applicant describe its capacity and plans to identify, respond to, and provide ongoing technical assistance to program sites?</p> </div> </div>	<div> <div>Comments (Strengths and Weaknesses):</div> <div> <div>SECTION SCORE (scale 1-10): _____</div> </div> </div>

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<div>II. Organizational Capability – Sound Accomplishments and Community Support</div>	
<div> <div>Focus Question:</div> <div>Does the applicant provide strong evidence of its accomplishments as an organization and ongoing community support?</div> <div>Volunteer Generation and Support:</div> <div>Does the applicant describe how its organization will involve volunteers to increase its organizational capacity?</div> <div>Organizational and Community Leadership:</div> <div>Does the applicant provide examples of how it has demonstrated leadership in the community?</div> <div>Success in Securing Match:</div> <div>If a current grantee, does the applicant describe its successes and challenges in securing match resources?</div> <div>Collaboration:</div> <div>Does the applicant describe collaborations it has developed that increase the quality and reach of its services, including the role that community organizations played in these collaborations?</div> <div>Local Financial and In-Kind Contributions:</div> <div>Does the applicant discuss the quality and quantity of contributions over time?</div> <div>Community Stakeholders:</div> <div>Does the applicant describe the various community stakeholders in its organizations?</div> <div>Does the applicant discuss the quality and quantity of non-financial support from the community?</div> <div>Special Circumstances:</div> <div>Does the applicant claim any special circumstances regarding its organizational capability?</div> </div>	<div>Comments (Strengths and Weaknesses):</div> <div> <div>SECTION SCORE (scale 1-10): _____</div> </div>

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<div> <div> 2007 AmeriCorps Application </div> <div> Applicant: _____ Reviewer Name: _____ </div> </div>	
<div> <div>III. Cost Effectiveness and Budget Adequacy</div> <div> <div> <div> Focus Question: </div> <div> Does the applicant propose a realistic, adequate, and cost-effective budget to support the program design and demonstrate a commitment to contribute and leverage non-federal resources for program implementation and/or sustainability? </div> <div> Cost per Member Service Year (MSY): </div> <div> Does the applicant adhere to the overall cost-per MSY cap of \$12,600? or \$3,000 if a program uses ed award only members as the primary service delivery mechanism? </div> <div> Diverse Non-Federal Support: </div> <div> Does the applicant demonstrate how its program has or will obtain diverse non-federal support resources? </div> <div> Does the applicant provide specific information regarding the amount of secured matching funds and sources of funds, including additional commitments it plans to secure? </div> <div> Decreased Reliance on Federal Support: </div> <div> If a current grantee, does the applicant discuss the extent to which it is either increasing non-federal support or having a deeper impact without an increase in federal funds? </div> <div> Budget Adequacy: </div> <div> Does the applicant discuss the adequacy of its budget to support program design and activities? </div> <div> Does the applicant meet the financial matching requirements of 15% for member support costs and 33% for operating costs, including meeting the overall matching rate? </div> </div> <div> <div>Comments (Strengths and Weaknesses):</div> <div> <div>SECTION SCORE (scale 1-10): _____</div> </div> </div> </div> </div>	

## Montana Commission on Community Service Peer Review Score sheet

<b>2007 AmeriCorps Application</b>	Applicant: _____  Reviewer Name: _____
<p><b>Overall Strengths of Proposal:</b></p>          <p><b>Overall Weaknesses of Proposal:</b></p>          	
<b>Reviewer Score:</b>	
<b>I. Program Design (50%)</b>	
Rationale and Approach	_____ X .9 = _____
Member Outputs and Outcomes	_____ X .8 = _____
Community Outputs and Outcomes	_____ X .8 = _____
<b>II. Organizational Capability (25%)</b>	
Sound Organizational Structure	_____ X .75 = _____
Sound Accomplishments and Community Support	_____ X .5 = _____
<b>III. Cost Effectiveness and Budget Adequacy (25%)</b>	_____ X 1.25 = _____
<b>TOTAL SCORE:</b>	_____ / 50

# Montana Commission on Community Service Consensus Review Score sheet

<b>2007 AmeriCorps Application</b>	Applicant: _____
<b>Overall Strengths of Proposal:</b>	<b>Overall Weaknesses of Proposal:</b>
<b>Questions Needing Resolution and Other Comments:</b>	
<b>Final Consensus Score:</b>	
<b>I. Program Design (50%)</b>	
Rationale and Approach	_____ X .9 = _____
Member Outputs and Outcomes	_____ X .8 = _____
Community Outputs and Outcomes	_____ X .8 = _____
<b>II. Organizational Capability (25%)</b>	
Sound Organizational Structure	_____ X .75 = _____
Sound Accomplishments and Community Support	_____ X .5 = _____
<b>III. Cost Effectiveness and Budget Adequacy (25%)</b>	_____ X 1.25 = _____
<b>TOTAL SCORE:</b>	_____ / 50

Comments of Staff Facilitator on Review Process (use back if necessary):